
FAQs for consortium registration coordinators

This list of frequently asked questions for consortium registration coordinators has been developed as a guide for librarians who have been tasked with acting as registration coordinators for their national library consortium on the Access to Online Research Dashboard. More information about how the Access to Online Research Dashboard works for librarians who want to register their institutions for access to the online research resources available through their national consortium can be found in the FAQs for librarians which is linked from this page: www.dashboard.inasp.info/page/access-support

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I'm a lead or registration coordinator for my consortium – what do I need to do on the Access to Online Research Dashboard?

As a lead or registration coordinator for your country or consortium you will automatically be assigned with an administrator account which allows you to control and review registrations in your country. We strongly advise to use only the coordinator account you were originally assigned, [which you can update yourself to change email address etc.](#)

When a new institution from your country has registered on the Access to Online Research Dashboard you will be sent an automatic email from the system asking you to log in and either approve or reject the new institution.

Should there ever be a need to reject an institution (e.g. [not eligible](#); no IP address) there is a free text box to explain the reason.

How can I perform my role as consortium registration coordinator in an effective way?

Developing a routine

- All registrations should be checked and replies given within ten working days – email reminders will be sent to consortium registration coordinators if pending registrations are overdue
- The country registration coordinator role could be performed by one person or by anyone authorised to do so within your coordination team
- INASP strongly recommends a team approach to the country registration coordinator role to (a) ensure continuity where colleagues are away, on holiday or off sick and (b) minimise workload for any one individual. The person(s) responsible need/s to be aware of their role and approach this systematically

Processing registrations

- Automatic emails

When a new institution registers, the consortium registration coordinator will receive an automated message containing the institution set up details and a link to the registration system.

Please log on and accept or reject the institution within 10 days.

- Dashboard

When the consortium registration coordinator logs in at <http://www.inasp.info/en/accounts/login/> a list of any pending institutions will show. Clicking the name of the institution will take you to the full information and a button to accept.

Consortium registration coordinators can use the “Bulk approval” button to accept many applications at once.

- Suggestions for coordinators – generic email address

The subscribed resources registration system will generate some additional email for consortium registration coordinators and their teams. It could be worth setting up a specific email address to receive this email. This will help in the following ways:

- ✓ Registration-related messages are kept separate from your individual mailboxes
- ✓ The system can be checked by several persons, ensuring efficiency and continuity when team members are away
- ✓ The email address can be displayed on the website and sent to all new registrants within your country

- ✓ Consortium registration coordinators and their teams would need to agree a system so that this account is checked regularly (daily or twice daily).

How will I know which institutions to approve on the Access to Online Research Dashboard?

You should consult the eligibility criteria before approving an institution that has registered for access via the Access to Online Research Dashboard. The eligibility criteria can be found here:

www.dashboard.inasp.info/page/access-support

You might also want to check with your consortium executive that an institution has joined the consortium and paid their membership fee before approving their registration.

Can I give an institution restricted access to selected resources only?

There is an option to exclude certain institutions from registering from certain publisher resources via the Access to Online Research Dashboard. A reason for excluding certain institutions from registering for certain resources could for example be that the institution has not paid their membership fee to the consortium and the consortium want to withhold access to paid resources until the payment is made. Consortia might also want to offer access to free resources to prospect member institutions, but only allow them to register for access to paid resources once they have become an official member of the consortium.

When logged in to your profile on the Access to Online Research Dashboard, below the list of institutions registered in your country, you will see a list of publisher resources available in your country. By clicking the “manage exclusions” link next to a resource, you will be able to exclude specific institutions from registering for the resource. Remember to undo the exclusion once the institution has paid their membership fee so that they will be able to register for access to the resource again.

How can I know which institutions are registered in my country?

When logged in to the Access to Online Research Dashboard, consortium registration coordinators are able to use the report tab to download spreadsheet reports of the institutions registered in their country as well as reports of which institutions have registered for access to which resources.

Why should institutions register using IP addresses?

Any opportunity should be used to encourage all institutions to register using their IP addresses (ranges) if they are static. This allows for:

- Seamless access (no logon screen)
- Usage statistics for the institution
- Greater security as no misuse of usernames and passwords
- Can allow for access for all computers on campus to resources, releasing library terminals and staff time
- Direct recognition of institutional networks by publishers and vice versa
- Some publishers only allow registration for their resources by IP addresses.

Can I manage registrations for my institution while also being registration coordinator for my consortium?

You can manage registrations for your institution while also being the registration coordinator for your consortium. However, you will need two separate accounts to perform each of these functions. You can register for a user account to manage registrations for your institution on your own, whereas someone from INASP will need to give you permissions to act as consortium registration coordinator

with your registration coordinator account. You can find more information on how to set up an account to manage your institutional registrations in the FAQs for librarians document linked from this page: www.dashboard.inasp.info/page/access-support

If you do have two separate accounts on the Access to Online Research Dashboard, it will be important that you keep a record of the username, password and email linked with both of these accounts as you will need to make sure that you log in to the correct account to be able to perform functions linked to your institutional account and your consortium registration coordinator account respectively.

How can I update the information associated with my consortium registration coordinator account?

You can update the personal information associated with your individual account, for example your email address or password, by logging in to your account [www.dashboard.inasp.info] and select the “Edit profile” section next to your name. Once you have updated the personal information you wish to update, click on “Update” to effectuate the changes.

I will no longer be able to act as registration coordinator for my consortium – how can someone else be made consortium registration coordinator on the Access to Online Research Dashboard?

INASP strongly recommends a team approach to the consortium registration coordinator role to (a) ensure continuity where colleagues are away, on holiday or off sick and (b) minimise workload for any one individual. The person(s) responsible need/s to be aware of their role and approach this systematically

If someone new needs to be able to act as registration coordinator for your consortium – e.g. because you will no longer be able to perform this role or because you want to share the role; you should let INASP have the contact information of the new person who needs to be given permissions to act as registration coordinator for your consortium. INASP will then be able to set the new person up as registration coordinator on the Access to Online Research Dashboard.

How does the Access to Online Research Dashboard work?

Summary of the registration process

- Institutions and consortium registration coordinators can log in to the Access to Online Research Dashboard here: www.dashboard.inasp.info
- New institutions will complete a single form which will serve as an application form to participate within their country consortium; this will be submitted automatically to the registration coordinator or coordination team to be checked for eligibility
- The consortium registration coordinator has ten working days in which to approve or reject a new institutional application, based on the INASP eligibility criteria: www.dashboard.inasp.info/page/access-support
- If for any reason you need to reject an institution they will receive an automated email including the rejection text you have entered on the system.
- If you approve the institution an automatic acceptance email will be sent to them by the system saying that they have been approved.

- The approved institution will then be able to return to the registration page and register for any of the information resources available to them. Institutions will need to register for all resources they want access to in turn.
- Resource registrations are sent directly to the publisher so that they can set the institution up with access from their end.
- The publisher is requested to approve or reject each registration within ten working days. Rejection is unlikely since the application process has checked for eligibility, but should they need to reject an institution, they will be able to explain the reason in a free text box. The reason for rejection will be sent to the institution automatically.
- Eligible institutions which have registered successfully can use this system to update their details, e.g. IP addresses, to publishers at any time

For further information on the Access to Online Research Dashboard see the FAQs for librarians linked from this page: www.dashboard.inasp.info/page/access-support